

## **CORRECTION USAID POSITION ADVERTISEMENT [NCA-078]**

Position: **Secretary**  
Grade: **FSN-07**  
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**  
Opening Date: July 24, 2014  
Closing Date: August 15, 2014  
Work Hours: **Full time; 40 Hours/week**  
Salary Scale: (RD\$455,966.00-RD\$729,551.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Secretary position in the Controller's Office.

### **Basic Functions**

The primary purpose of this position is to serve as the secretary to the Controller, manage the office by providing a variety of secretarial, clerical and administrative support services.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov).

### Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school plus two years of College studies is required.
2. At least two years of progressively responsible experience in office management is required.
3. **English and Spanish Level IV (fluent) is required. Preparation and/or translation of routine correspondence with all level Mission staff, Embassy staff and host government counterparts, as well as of more technical documents are required. The Assistant should be able to prepare correspondence and standardized reports, and to communicate in an effective manner with both English and Spanish speaking staff members.**
4. A thorough knowledge of administrative procedures including comprehensive filing system, standard business correspondence format and business protocol.
5. The incumbent must possess basic administrative, secretarial and management skills; ability to use various office machines and computer software programs.

**The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.**

**ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.**

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result in an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

### **TO APPLY**

**Interested candidates for this position must submit the following for consideration of the application (the three options are required):**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) Link to form: <http://www.state.gov/documents/organization/136408.pdf>
2. A current resume or curriculum vitae, including the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATIONS TO:**

Office of Human Resources  
Attention: Sofia Dominguez  
e-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

### **POINT OF CONTACT**

Sofia Dominguez  
Telephone: 809-368-7615

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
August 15, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.